

# Safe at Home

Fire Prevention & Home Safety in Tennessee



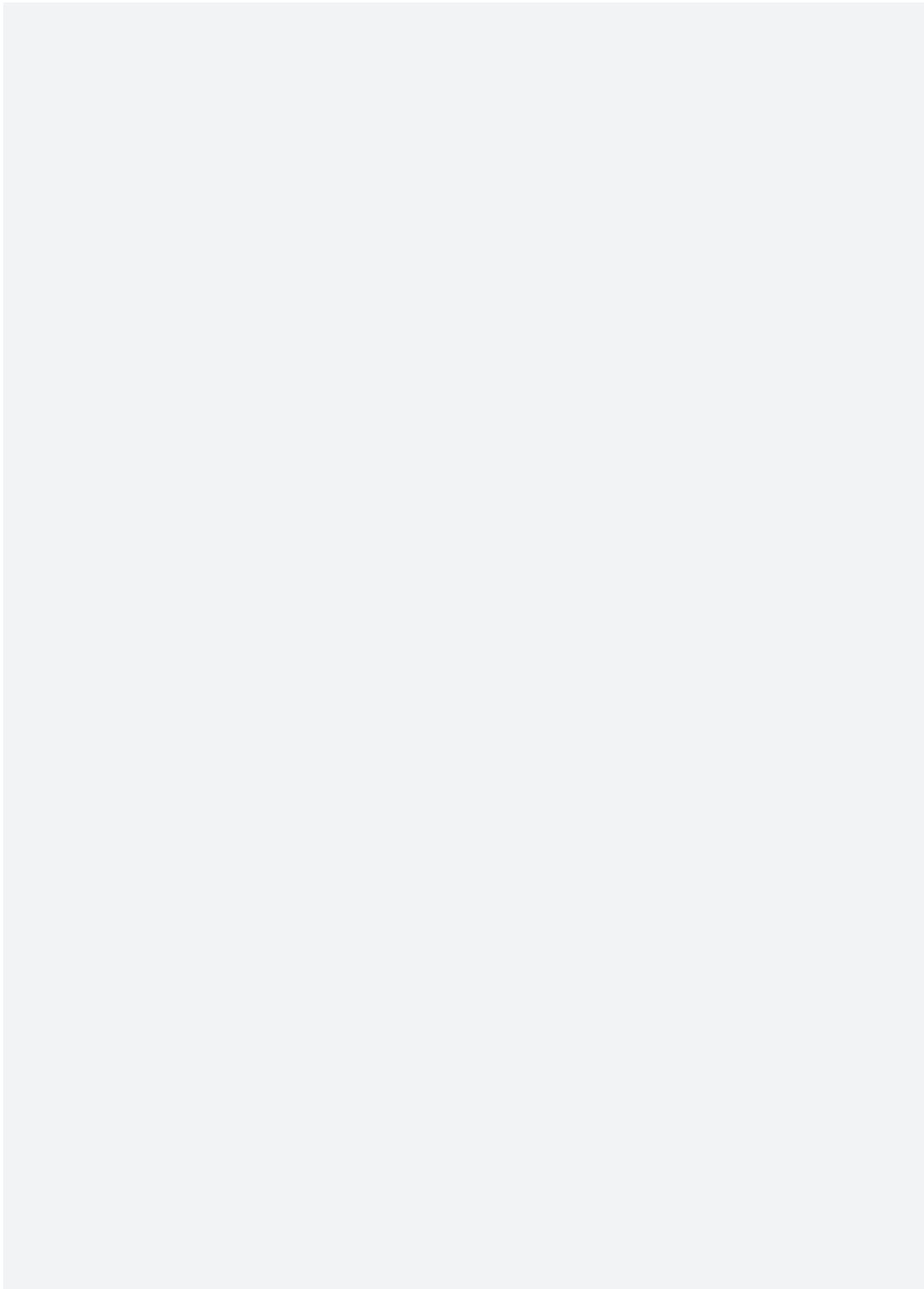
## Instructor's Manual





# Table of Contents

<b><u>Introduction</u></b>	<b>5</b>
Overview.....	5
Objectives.....	5
Outcome.....	5
CD-ROM Overview.....	6
<b><u>Presenting to Pre-K Audiences</u></b>	<b>9</b>
Pre-K Review.....	9
Connecting with Children.....	10
Pre-K Handouts.....	11
<b><u>Presenting to K-5 Audiences</u></b>	<b>17</b>
K-5 Review.....	17
K-5 Handouts.....	18
<b><u>Presenting to Young Adult Audiences</u></b>	<b>27</b>
Young Adults Review.....	27
Connecting with Young Adults.....	28
Young Adults Handouts.....	29
<b><u>Presenting to Senior Citizen Audiences</u></b>	<b>35</b>
Seniors Review.....	35
Connecting with Seniors.....	36
Seniors Handouts.....	37
<b><u>Supplementary Information</u></b>	<b>43</b>
Fire Extinguisher Operation.....	43
Tennessee Law Regarding Smoke Alarms and Rental Property.....	45
Special Populations at Risk.....	45
Tennessee Educational Standards.....	46
<b><u>Meeting Logistics</u></b>	<b>49</b>
Finding Your Audience.....	49
Room Arrangement.....	50
<b><u>Technical Help</u></b>	<b>51</b>
Minimum System Requirements.....	51
Installation Instructions.....	51
Troubleshooting Guide.....	52



# Introduction

## Overview

The *Safe at Home: Fire Prevention and Home Safety in Tennessee* program is a tool for teaching fire prevention and safety techniques to four specific target audiences that are at greater risk for fire death: Pre-kindergarten children (Pre-K), children in kindergarten through fifth grade (K-5), young adults, and senior citizens.

This instructor's manual includes the objectives of the program, information on the program's video presentations, details on how to attract and communicate with each of the target audiences, and the technical requirements of the program.

## Objectives

The main objectives are for the audience to recognize that fire death is a problem in Tennessee and learn how they can prevent it from happening to them. In 2002, Tennessee ranked second in incidence of fire deaths nationally at a rate that is over twice the national average.

### PRE-K OBJECTIVES

- ✓ Understand the importance of smoke alarms
- ✓ Know that smoke alarms and their batteries need to be tested regularly
- ✓ Identify general home fire hazards
- ✓ Demonstrate Stop – Drop – Roll

### K-5 OBJECTIVES

- ✓ Understand the importance of smoke alarms
- ✓ Know that smoke alarms and their batteries need to be tested regularly
- ✓ Identify general home fire hazards
- ✓ Recognize potential holiday fire hazards
- ✓ Demonstrate Stop – Drop – Roll

### YOUNG ADULTS OBJECTIVES

- ✓ Understand the importance of smoke alarms
- ✓ Know that smoke alarms and their batteries need to be tested regularly
- ✓ Recognize the fire hazards associated with smoking
- ✓ Identify general home fire hazards
- ✓ Identify fire hazards specific to the kitchen
- ✓ Recognize holiday fire hazards
- ✓ Demonstrate the development of a home escape plan
- ✓ Know what to do in case of fire

### SENIORS OBJECTIVES

- ✓ Understand the importance of smoke alarms
- ✓ Know that smoke alarms and their batteries need to be tested regularly
- ✓ Recognize the fire hazards associated with smoking
- ✓ Identify general home fire hazards
- ✓ Identify fire hazards specific to the kitchen
- ✓ Recognize holiday fire hazards
- ✓ Demonstrate the development of a home escape plan
- ✓ Know what to do in case of fire

## Outcome

By installing and maintaining smoke alarms, identifying and fixing fire dangers, developing a home escape plan, and knowing what to do if a fire should occur, individuals in the four target audiences will be better protected from home fires.

## CD-ROM Overview

Critical information for finding and correcting potential fire hazards, developing an escape plan, and surviving a residential fire is contained in an easy-to-use CD-ROM. A quick installation brings you to the *Safe at Home* Audience/Language Menu.

There are separate video presentations for each of the four target audiences. Each of the presentations is available in English and Spanish. To begin your presentation, use your mouse to click the appropriate target audience and language. Then click Begin.

Clicking the Begin button brings you to the Main Menu for the audience you selected. The video presentation is divided by topic, letting you select the topics in any order. Clicking the Play All button plays all of the video segments in the order they appear on the menu.

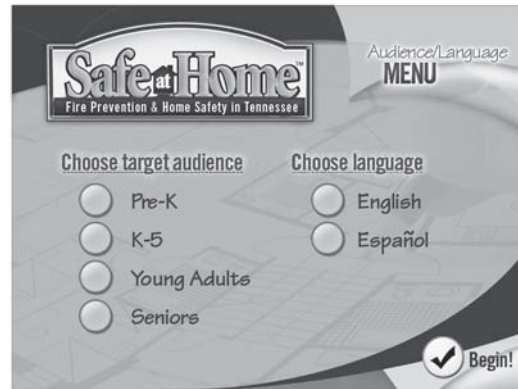
Topics covered in the Pre-K and K-5 video presentations include:

- Smoke alarms
- Stop – Drop – Roll
- Home fire dangers

The K-5 video presentation also covers fire safety issues for holidays.

The video presentations for young adults and senior citizens focus on smoking safety, recognizing and correcting potential fire hazards in the home, and home escape planning. Topics covered in the young adult and senior presentations include:

- Smoke alarms
- Smoking
- General home fire dangers
- Kitchen fire dangers
- Home escape planning



### AUDIENCE/LANGUAGE MENU

The facilitator chooses the language and target audience prior to the meeting.



### MAIN MENU

The main menu provides access to the video presentations for the chosen target audience and language.

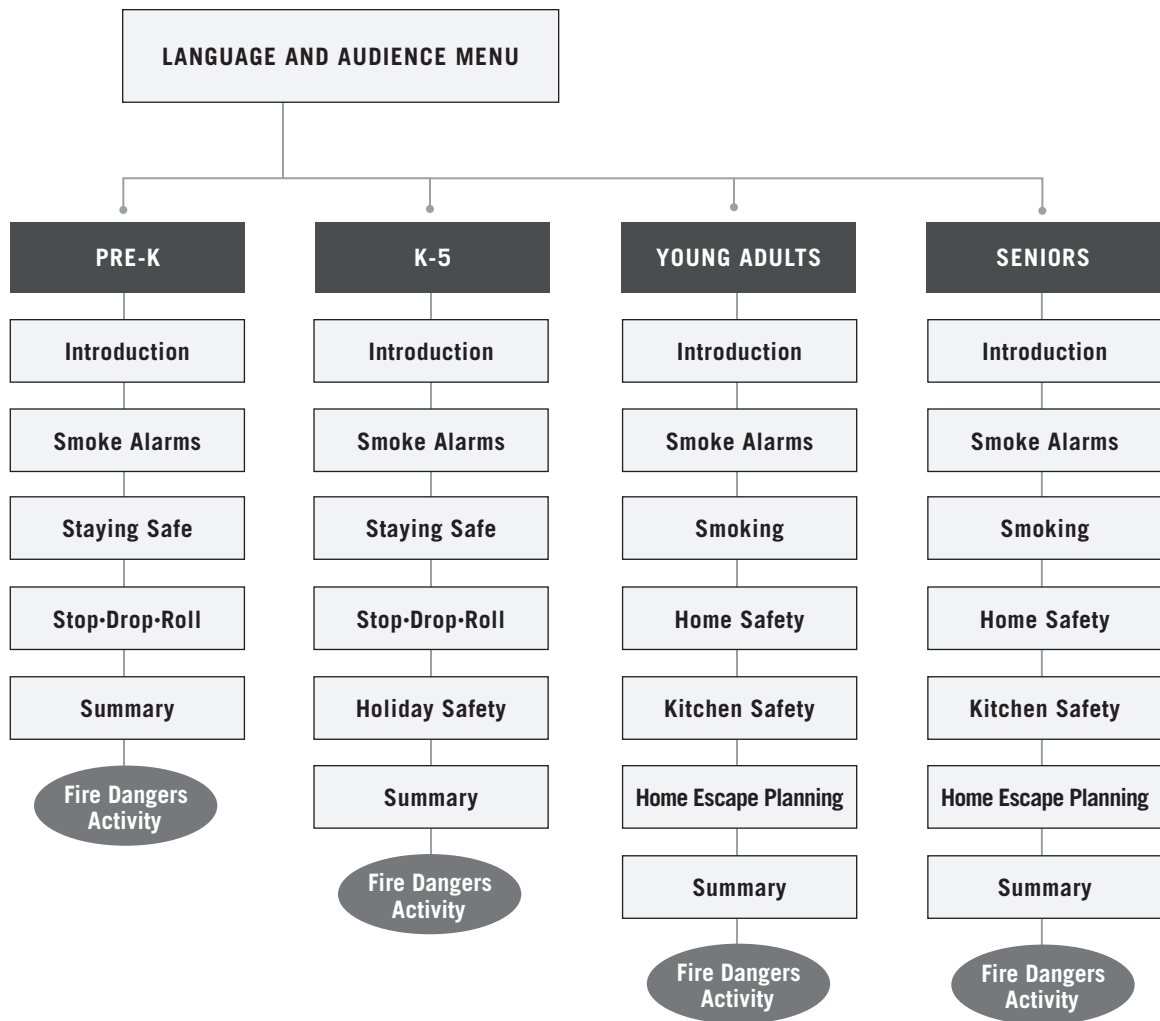
Along with the videos, each target audience presentation features an activity designed to help the audience identify and remedy potential fire hazards. In the Pre-K and K-5 version, a counter counts down as hazards are found. In the Young Adults and Seniors version, hazards are checked off as they are found.

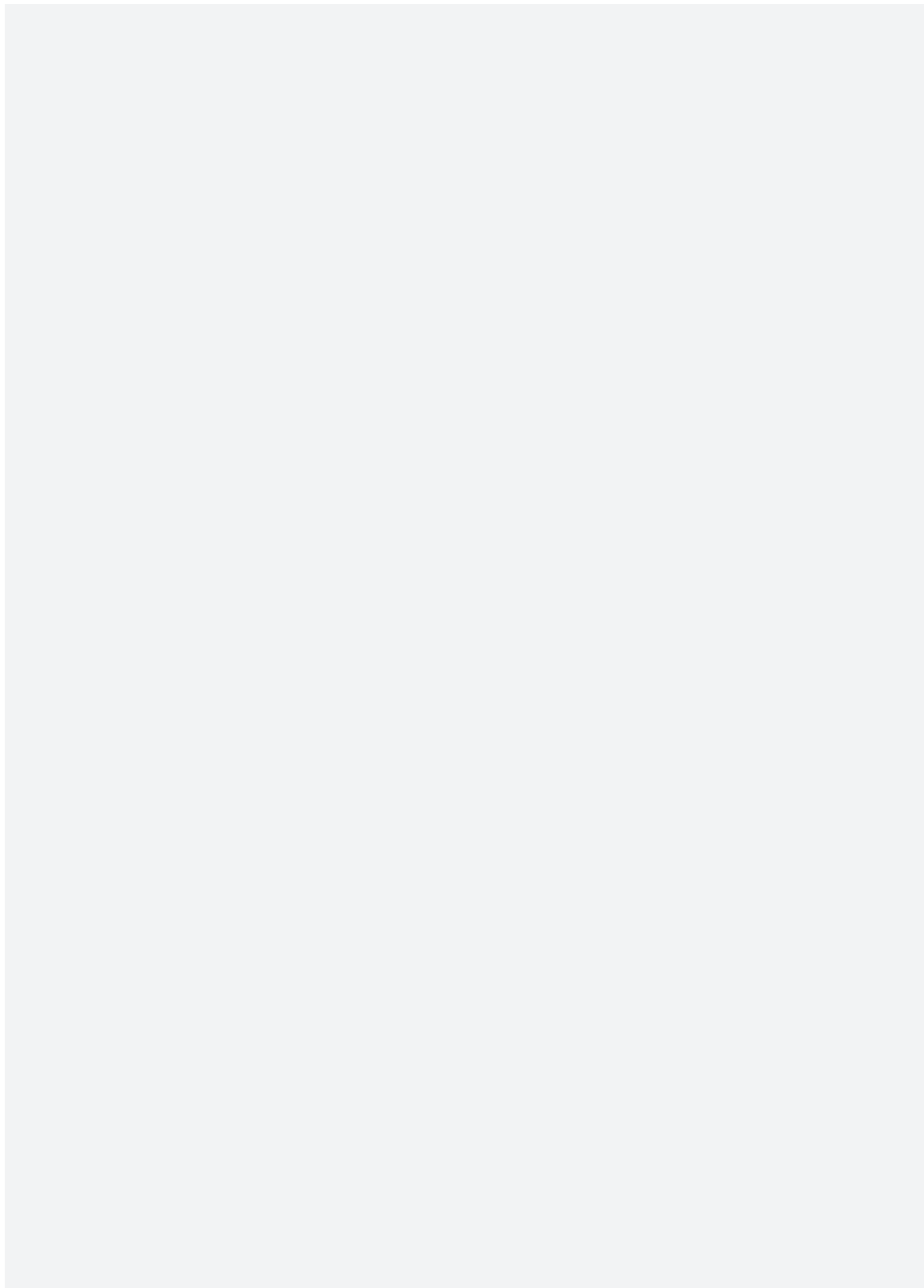
The flowchart below is a visual representation of the program's video presentations.



## FIRE DANGERS ACTIVITY

Move cursor to highlight hazards. Click on a highlighted hazard to see popup and hear audio identifying hazard and how to correct it.





# Presenting to Pre-K Audiences

Tennessee has one of the highest fire death rates in the nation. Some of the most frequent victims are pre-school children. The Pre-K section contains video presentations on smoke alarms, staying safe, stop-drop-roll, and an activity that allows participants to identify home fire hazards.



## Pre-K Review

### SMOKE ALARMS



Have a smoke alarm on each level of your home, one in hallways leading to bedrooms, and one in each bedroom.

Keep smoke alarms clean, test them once a month, and change the battery twice a year.

Know what your smoke alarm sounds like.

Crawl low under the smoke.

Touch a door with the back of your hand before opening it. There could be fire on the other side.

Pick a safe place away from your home for your family to meet. Make sure it's far enough away from your home so the fire won't harm you, but not across any street.

Don't hide from firefighters...they're trying to help you. If you ever get trapped in a burning building, how would you let firefighters know where you are? Open a window and throw some toys out. Firefighters will see the pile of toys and know where to find you.

### STOP • DROP • ROLL



If your clothes catch fire don't run. Stop, drop, and roll over and over with your hands covering your face.

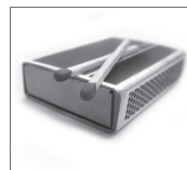
### STAYING SAFE



Know two ways out of each room.

Practice your escape plan often...once a month if possible.

### FIRE DANGERS ACTIVITY



When placing heaters away from furniture, make sure the cords don't become a tripping hazard.

## **Connecting with Children**

Your pre-school and kindergarten through fifth-grade student audience is probably a captive one. They didn't have the option of not attending. You'll have to work harder to keep their attention and make sure the *Safe at Home* message gets through. The following guidelines will help keep your young audience riveted:

Meet with the educator beforehand. Be sure you know your exact timeframe with the teacher and gage it carefully. Do not go over or under this limit as they have planned their time accordingly. Meet with the teacher to see if there are any areas he/she may have already discussed or feel need to be emphasized. Also see if there are any trouble spots in the classroom or how he/she has been most successful with the students. Be sure to monitor your time carefully during this process.

Treat the presentation as a dialogue with your audience and not a lecture. Kids' attention will flag if you are just talking at them and not with them. Get them talking!

Ask open-ended questions beginning with "How would someone..." or "What could you do..." These questions will encourage interaction rather than cut it off. Questions that require a yes or no answer lead a conversation to a dead end. Questions that ask children to describe, explain, or share ideas extend the conversation.

Kids' questions can come out of left field and may not seem to have any connection to the presentation or topic being discussed. If that happens, avoid any note of ridicule.

Repeat or rephrase what the child is asking to reflect both its content and its feelings without adding your own interpretation. If appropriate, see if another child can answer the ques-

tion. Then, ask a follow-up question to show you are really interested.

Preschoolers like to talk about their past experiences. Ask preschoolers questions about past events; probe for details and provide new words to enhance description of experiences (e.g., "Tell me about your home. Does it have smoke alarms?")

Listen actively and respond appropriately. The best listening is silent listening. Keep your eyes on the child, and don't engage in other activities while you are listening.

### **FACILITATOR TIP** ▶

Follow an answer with statements that begin with "I" to show your own reaction and support the child (e.g., "I really like how you described Stop, Drop, and Roll.")

Use short stories to emphasize points. Stories can be used to build a connection, teach a lesson, and place information in the presentations into a context that children can understand.

Keep praise, instructions, and corrections short, simple, and specific, even for very verbal children. This increases the chances that the child will get the message rather than get distracted.

School-age children are beginning to recognize cause and effect: the influence that specific behavior can have on specific events. Use conversation to help these children identify and solve problems. Discuss strategies and solutions and have the children talk about possible outcomes (e.g., searching for fire hazards, escape planning).

Watch your young audience for signs that it is time to end a topic and move on. When

children begin to stare into space, give silly responses, or ask you to repeat several of your comments, it is probably time to change the subject.

If you show your young audience that you are really interested in what they think, what they feel, and what their opinions are, they will become comfortable about expressing their thoughts to you. Your presentation will become a two-way exchange and the *Safe at Home* message will hit home.

## Pre-K Handouts

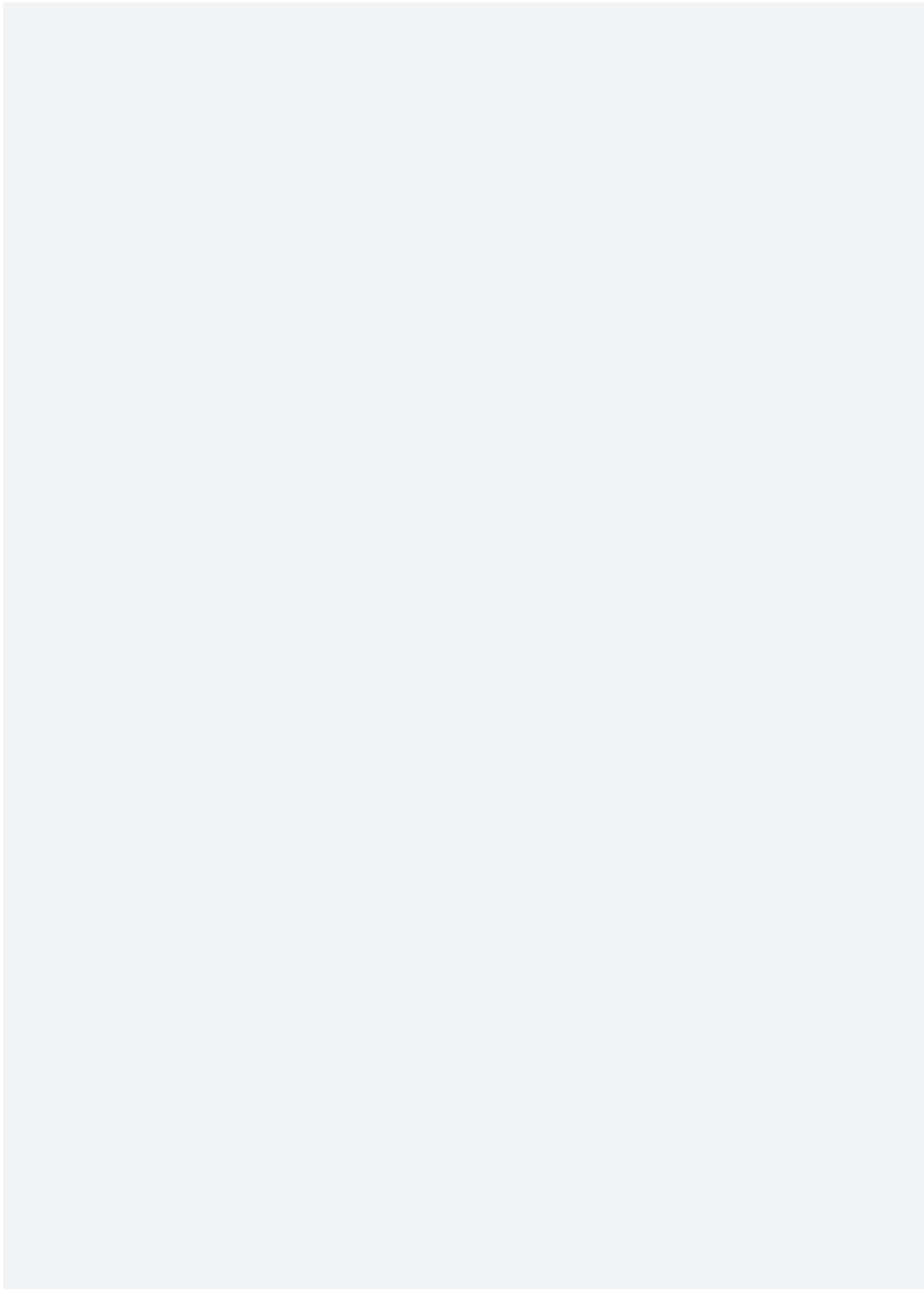
Too often, once you have finished a presentation, the learning stops. Your Pre-K audience leaves and the information and wisdom you have imparted fades over time. We want to keep the learning alive. To accomplish that we have included "assignments" for your pre-schoolers to take home with them. So before each presentation make enough copies for each member of the audience. And remind them that fire prevention and safety begins at home.

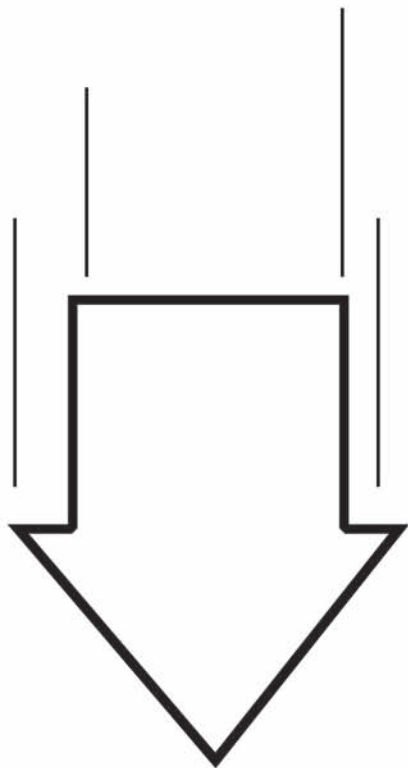
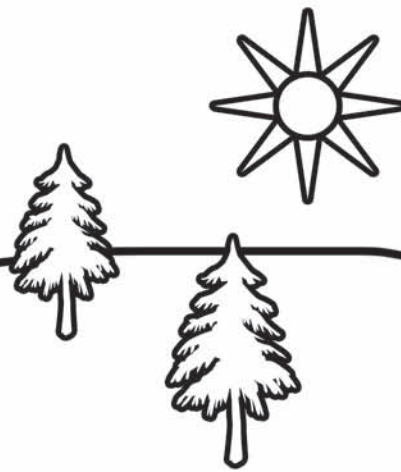
### HANDOUTS FOR THIS AUDIENCE

- Coloring Page

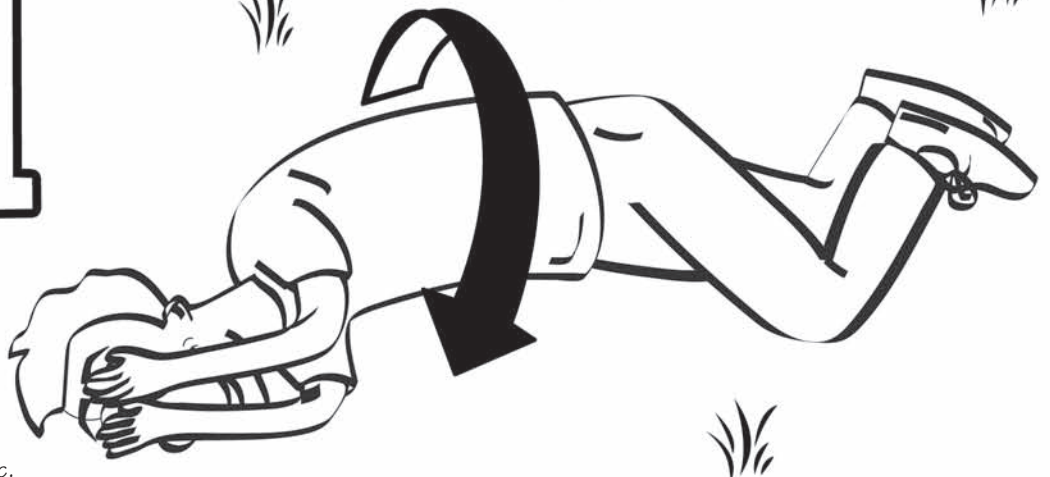
### NOTES

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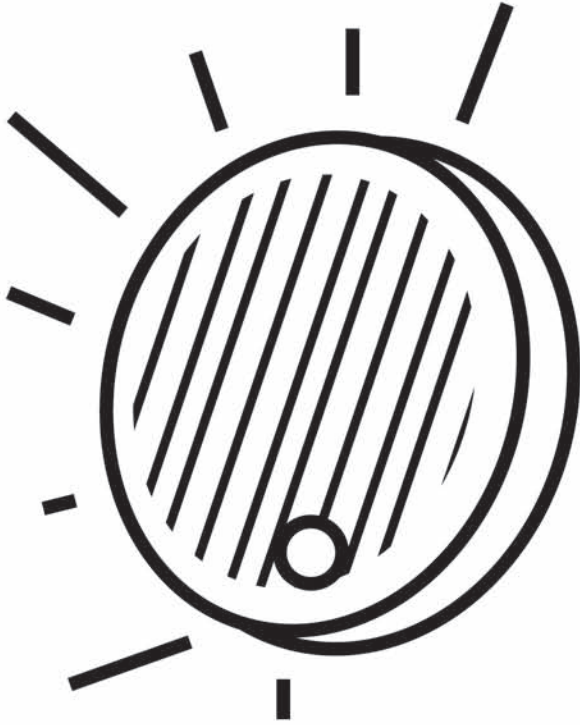


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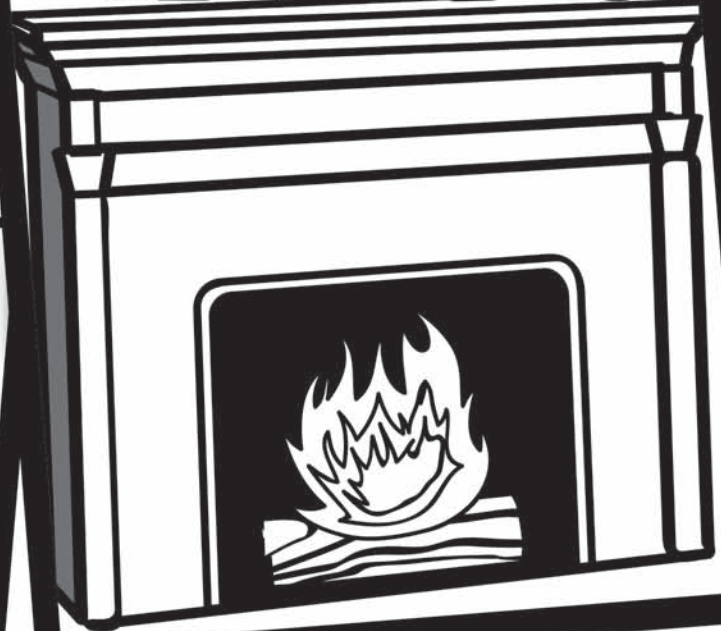
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# Presenting to K-5 Audiences

Tennessee has one of the highest fire death rates in the nation. Some of the most frequent victims are school-age children. The K-5 section contains video presentations on smoke alarms, staying safe, stop-drop-roll, holiday fire safety, and an activity that allows participants to identify home fire hazards.



## K-5 Review

### SMOKE ALARMS



Have a smoke alarm on each level of your home, one in hallways leading to bedrooms, and one in each bedroom.

Sleep with your bedroom door closed. A closed door is a better fire barrier.

Keep smoke alarms clean, test them once a month, and change the battery twice a year.

Know what your smoke alarm sounds like.

Keep the smoke alarm battery in the smoke alarm. Don't take it out to use in a toy or other electrical device.

### STAYING SAFE



Know two ways out of each room.

Practice your escape plan often...once a month if possible.

If you have security bars on your windows, make sure they have easy-to-use safety releases.

Pick a safe place away from your home for your family to meet. Make sure it's far enough away from your home so the fire won't harm you, but not across any street.

Crawl low under the smoke.

Touch a door with the back of your hand before opening it. There could be fire on the other side.

### STOP • DROP • ROLL



If your clothes catch fire don't run. Stop, drop, and roll over and over with your hands covering your face.

### HOLIDAY SAFETY



Be alert for overloaded outlets and burned-out light bulbs.

Water indoor trees to keep them fresh.

Keep burning candles away from decorations.

Enjoy professional fireworks displays...don't play with fireworks.

## K-5 Handouts

Too often, once you have finished a presentation, the learning stops. Your K-5 audience leaves and the information and wisdom you have imparted fades over time. We want to keep the learning alive. To accomplish that we have included “assignments” for your school-age children to take home with them. So before each presentation make enough copies for each member of the audience. And remind them that fire prevention and safety begins at home.

### HANDOUTS FOR THIS AUDIENCE

- Coloring Page
- Home Fire Safety Checklist  
Protecting people and property from fires is an ongoing process, not a one-time event. People should constantly be on the lookout for potential fire hazards.

Using the Home Fire Safety Check List in this manual, have students work with their parents to determine how safe their homes are. Then use that information to have each student develop a fire safety plan for his or her home and share it with the class.

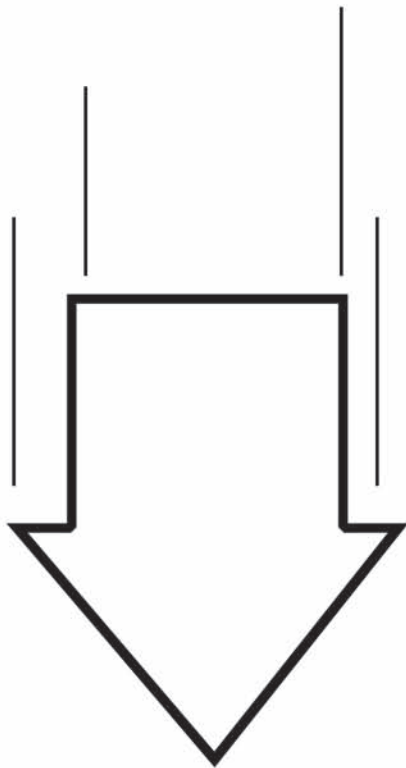
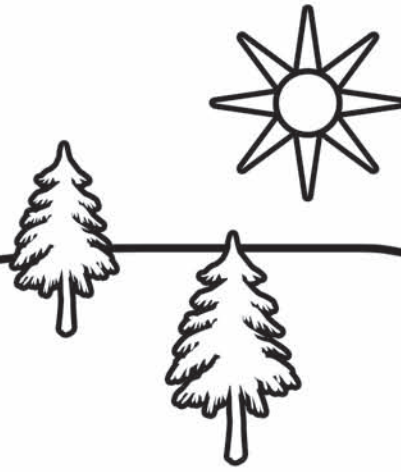
- Home Escape Plan  
It's not uncommon for people to panic or become confused when confronted by a fire in their home, particularly young children. That's why having a simple plan and practicing it on a regular basis is important. In order to respond appropriately in an emergency, develop and practice an easy-to-follow escape plan with at least two ways out of each room. Escape plans help you get out of your home quickly and safely.

Using graph paper or the handout supplied in this manual, sit down with your family and draw a simple floor plan of your home. Choose the best escape route out of each room and a backup escape route in case the first one is blocked by fire or smoke. Repeat this exercise for other rooms where you live and practice your escape plan once a month.

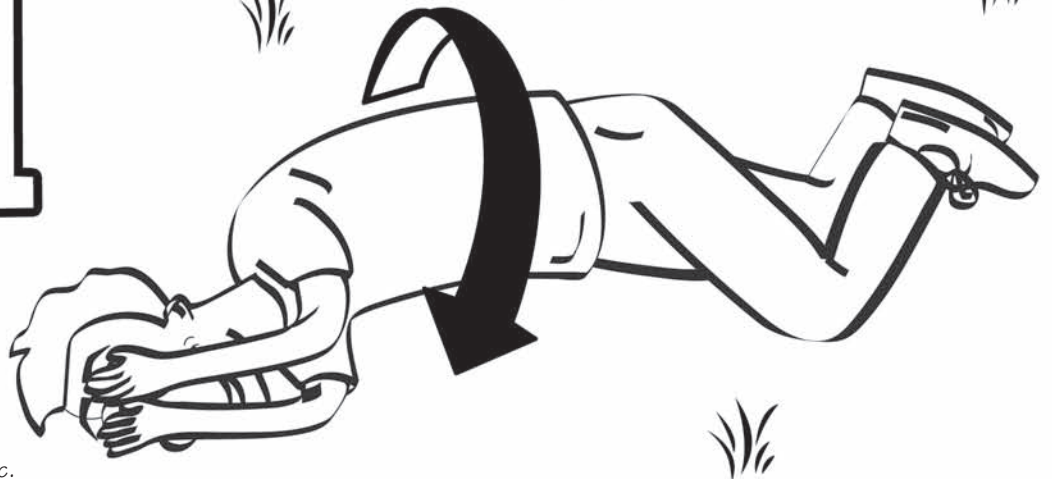
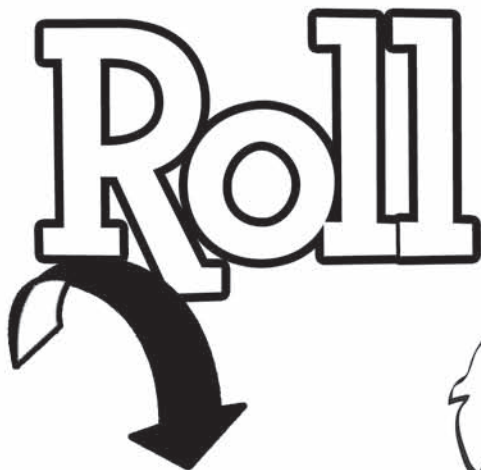
### FACILITATOR TIP ►

See page 9, “Connecting with Children,” for tips on presenting information to children.

### NOTES

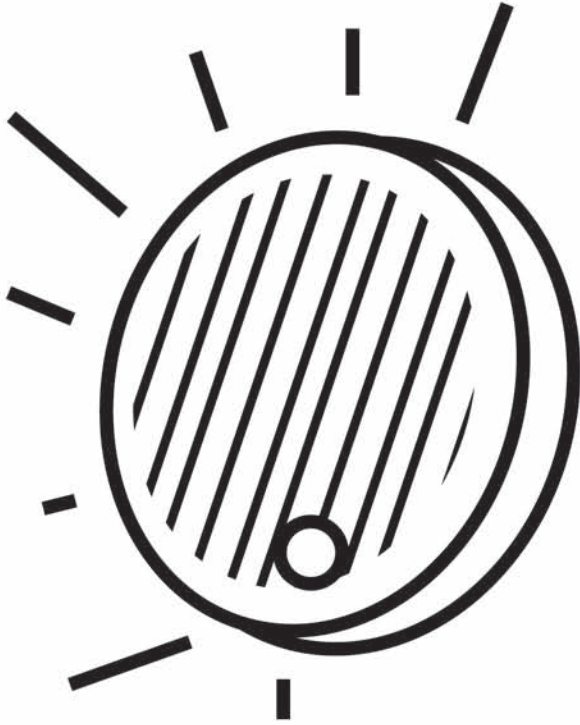


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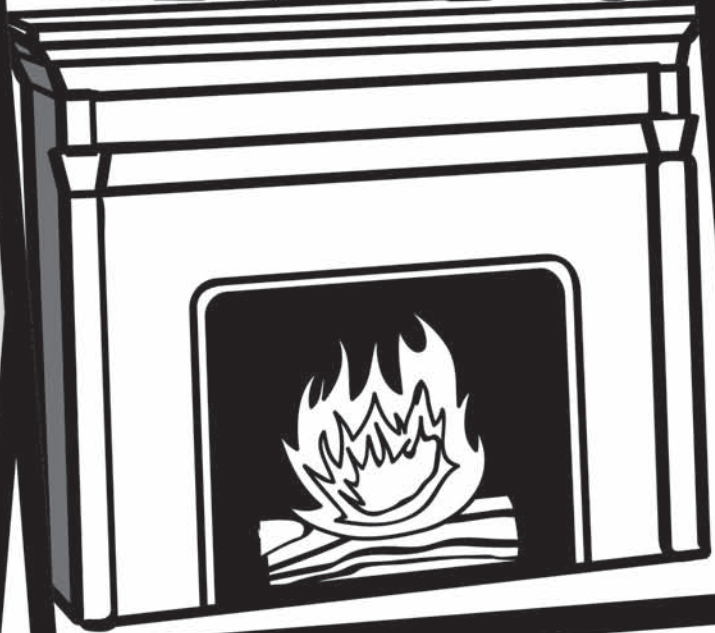
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# Safe



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# Home Fire Safety Checklist

STUDENT NAME: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

	Yes	No
Are smoke alarms located on every level of your home, in hallways leading to sleeping areas, and in each sleeping area?		
Does your family replace the batteries twice a year and test the smoke alarms each month?		
Are there any damaged electrical cords or plugs in your home?		
Are there any electrical cords running under carpets, through doorways, or near heaters in your home?		
Are things that can catch fire at least three feet away from heaters or fireplaces?		
Are fireplaces covered with screens or glass doors to keep sparks from escaping?		
Are there any matches or lighters lying around your home?		
Are there working fire extinguishers in your home?		
Have you and your family created and practiced an escape plan to help you get out of your home in case of a fire?		
Do you know how to stop, drop, and roll?		



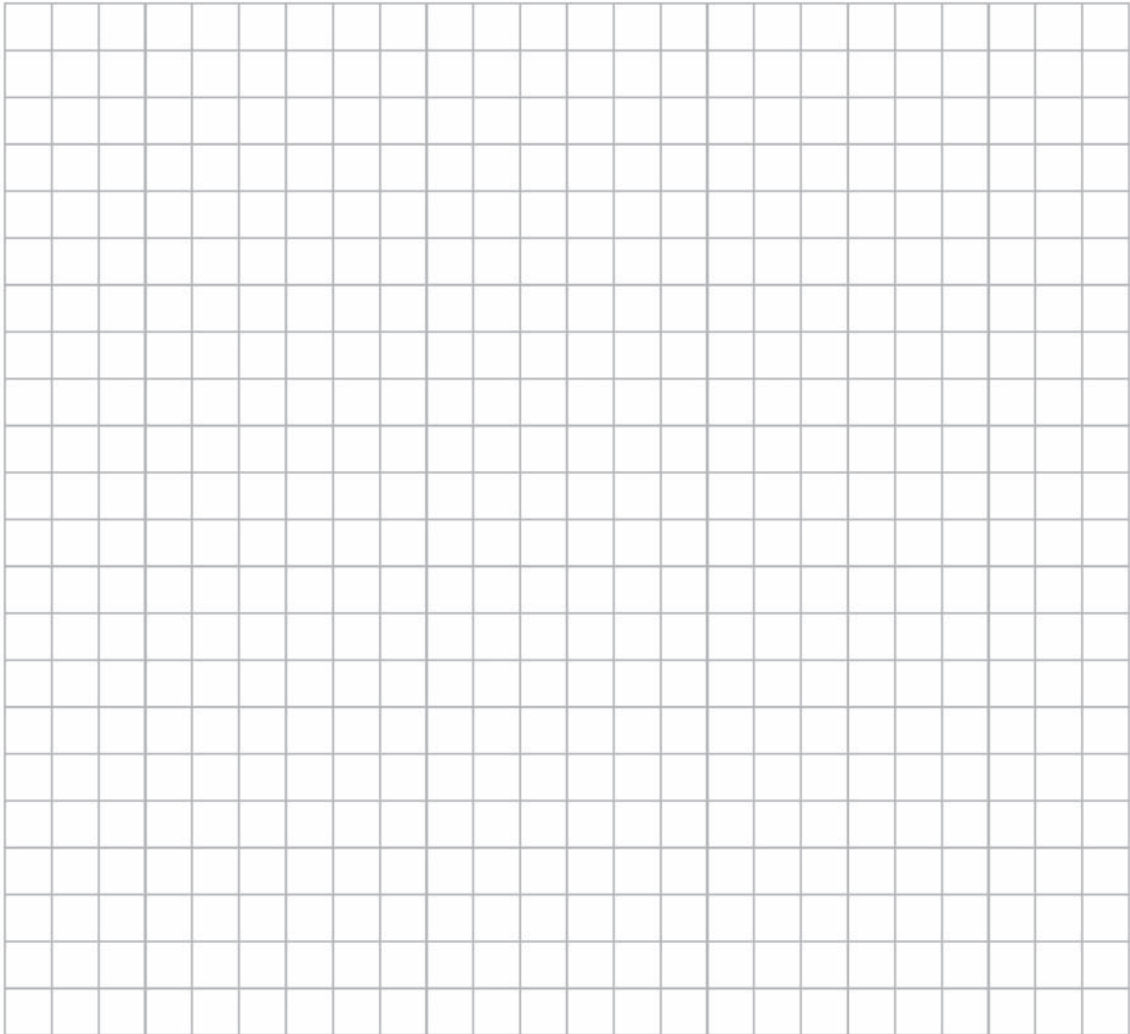




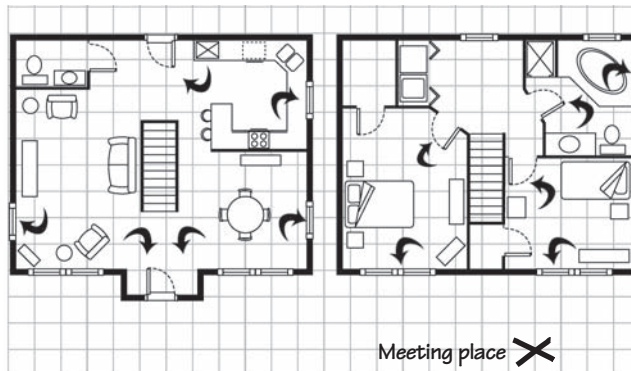
# Home Escape Plan

CREATE YOUR HOME FIRE ESCAPE PLAN BELOW.

- ▶ Draw a simple floor plan of your home. Show all doors and windows.
- ▶ Show two ways out of each room.
- ▶ Label a meeting place outside where everyone should meet.



EXAMPLE:





# Presenting to Young Adult Audiences

Tennessee has one of the highest fire death rates in the nation. Some of the most frequent victims are young adults. The Young Adults section contains video presentations on smoke alarms, smoking hazards, kitchen and general home safety, home escape planning, and an activity that allows participants to identify home fire hazards.



## Young Adults Review

### SMOKE ALARMS



Have a smoke alarm on each level of your home, one in hallways leading to bedrooms, and one in each bedroom.

Keep smoke alarms clean, test them once a month, and change the battery twice a year.

Keep the smoke alarm battery in the smoke alarm. Don't take it out to use in another electrical device.

### SMOKING



Use deep-sided ashtrays with the notches in the middle.

Don't smoke in bed or if you are drowsy.

Extinguish smoking materials with water before emptying them in a garbage can.

### HOME SAFETY



Keep burning candles, heaters, etc. a safe distance from combustibles.

Keep fuels and solvents in a cool, ventilated area.

Be aware of overloaded electrical outlets and damaged electrical cords.

Keep chimneys clean and cover open fireplaces with a screen.

Water indoor trees to keep them fresh.

Keep burning candles away from decorations.

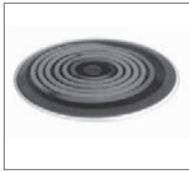
If you like to deep fry your turkey on Thanksgiving (or any other time), cook it outside!

Enjoy professional fireworks displays...be very careful with personal fireworks use.

Open flame heaters produce deadly carbon monoxide. If you use a kerosene heater, open a window slightly to ventilate CO. Carbon monoxide is colorless and odorless. Invest in a carbon monoxide alarm to warn of its buildup.

Keep a working fire extinguisher by the kitchen and garage doors.

#### KITCHEN SAFETY

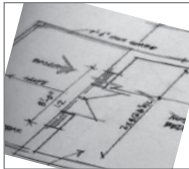


Don't leave food unattended on the stove.

Extinguish grease fires with a lid, baking soda, or a fire extinguisher...never water.

Keep the stove free of combustible items and turn off all unused burners.

#### HOME ESCAPE PLANNING



Know two ways out of each room.

Practice your escape plan often...once a month if possible.

If you have security bars on your windows, make sure they have easy-to-use release devices.

Pick a safe place away from your home for your family to meet. Make sure it's far enough away from your home so the fire won't harm you (but not across any street).

If you live in an apartment building or high-rise, keep a whistle by your bedside to alert others of fire and let them know where you are.

Crawl low under the smoke.

Touch a door with the back of your hand before opening it. There could be fire on the other side.

Keep an escape ladder on hand to exit from a second story window.

When you leave your home, close the door behind you. This will help keep the fire contained.

Never go back inside a burning building.

### Connecting with Young Adults

One of the main motivators for young adult learners is that they must feel a need to learn. Just because these young adults turned out for a *Safe at Home* meeting doesn't necessarily mean they are 100% motivated and will hang on your every word. You will be competing for your audience's attention with the demands that life places on them: family concerns, job anxieties, and various personal issues. The following are guidelines that will help you get your message across to your young adult audience.

Where you hold your meeting is important. The learning environment should make your audience feel safe, not threatened. School and church rooms, community centers, and civic meeting rooms are intimate and familiar. Large, cavernous halls or auditoria can be sterile and intimidating. Adult learning thrives in comfortable surroundings. You should go to your audience rather than having your audience go to you. Rather than trying to build an audience yourself, present to an existing organization or entity with a built in membership base.

Feed your audience's need to learn. Too often, young adults feel immortal. Tragedies, like house fires, happen to other people. Your own experiences or those of audience members can personalize a tragedy. The need for young adults to know how to protect themselves, their family, and their property from fire is their best motivation.

Don't make your presentation a lecture. Your audience should actively participate in the presentation process...which is easier said than done. Frequently, young adults hesitate to participate. They don't want to lose their dignity by asking a question or making a comment that will be seen as ignorant or uninformed. Ask questions and relate anecdotes to stimulate a worry-free dialogue with your audience.

#### **FACILITATOR TIP ►**

Use open-ended questions to encourage two-way communication. Questions that can be answered with "Yes" or "No" end a conversation. Questions that begin with "How would you..." or "What would you..." require your audience to respond comprehensively.

Anecdotes and "war stories" are not only entertaining, they help put important information into context. Context allows adult learners to apply information to their own experiences and situations.

By selecting the right meeting environment, feeding the need to learn, focusing on group participation and respecting your audience you can effectively convey the *Safe at Home* message to young adults.

Perhaps more than any other target audience, young adults maintain a wide variety of residences. Some own their homes, some rent, and others live in college residence halls. Tailor your presentation based on the type of home in which your audience resides.

People who own their homes are usually more emotionally attached to their residences than renters are to rental properties. Homeowners also need to be more responsible for their own fire prevention and safety. There are no building managers to make sure the smoke alarms are working correctly. Stress the need for regular smoke alarm maintenance, fire hazard

detection and correction, and home escape planning.

Renters, as a rule, are less emotionally connected to their homes than owners. They also have less fire safety accountability as rental property owners are responsible for installing smoke alarms. But renters need to make sure property owners are fulfilling their legal requirements. Renters should also take responsibility for their own safety by testing their smoke alarms monthly and locating and fixing, or having the property owner fix any fire hazards. Renters should also develop and practice a home escape plan.

College residence halls and other on-campus housing usually have their own fire safety rules and plans. Some are more thorough than others. Work with a school representative to coordinate the *Safe at Home* program with the school's fire safety policies. Potential fire hazards in individual rooms and common areas such as kitchens deserve particular attention. Making sure that students know the exact locations of fire alarms, fire exits (stairs instead of elevators), and fire extinguishers is also crucial for fire safety.

#### **FACILITATOR TIP ►**

A good way to get to know your young adult audience is to ask them if they own or rent their homes and if they live in apartments, condos, detached houses, or residence halls. If you are presenting in an apartment complex, in on-campus housing, or other location where your group living facilities are already identified this step is unnecessary.

## **Young Adults Handouts**

Too often, once you have finished a presentation, the learning stops. Your young adult audience leaves and the information and wisdom you have imparted fades over time.

We want to keep the learning alive. To accomplish that we have included “assignments” for your young adults to take home with them. So before each presentation make enough copies for each member of the audience. And remind them that fire prevention and safety begins at home.

#### HANDOUTS FOR THIS AUDIENCE

- Escape Plan

It's not uncommon for people to panic or become confused when confronted by a fire in their home. That's why having a simple plan and practicing it on a regular basis is important. In order to respond appropriately in an emergency, develop and practice an easy-to-follow escape plan with at least two ways out of each room. Escape plans help you get out of your home quickly and safely.

Using graph paper or the handout supplied in this manual, sit down with your family and draw a simple floor plan of your home. Choose the best escape route out of each room and a backup escape route in case the first one is blocked by fire or smoke. Repeat this exercise for other rooms where you live and practice your escape plan once a month.

- DOs and DON'Ts

Protecting people and property from fires is an ongoing process, not a one-time event. People should constantly be on the lookout for potential fire hazards.

Ask your audience to post the Home Fire Safety and Kitchen Fire Safety DOs and DON'Ts lists on a bulletin board or a refrigerator door as a safety reminder.

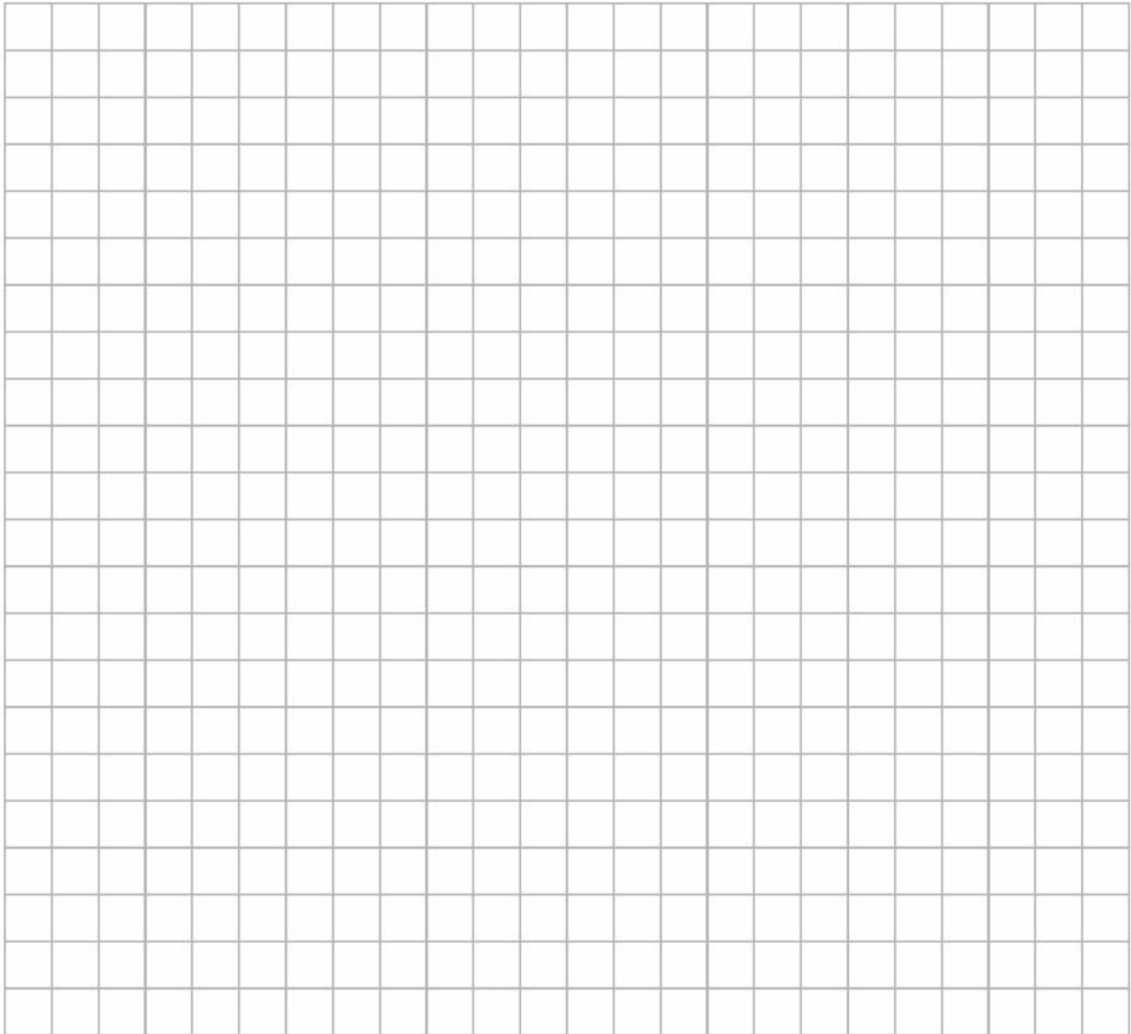
#### NOTES



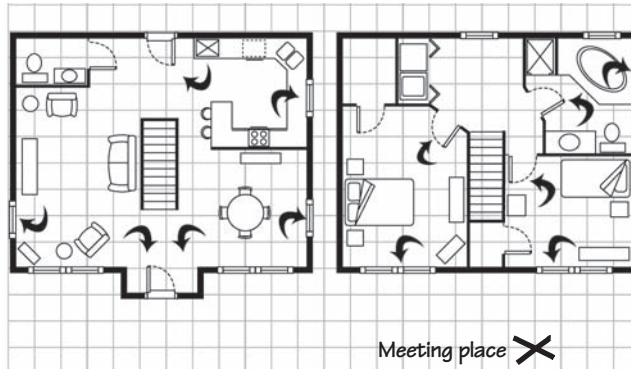
# Home Escape Plan

CREATE YOUR HOME FIRE ESCAPE PLAN BELOW.

- ▶ Draw a simple floor plan of your home. Show all doors and windows.
- ▶ Show two ways out of each room.
- ▶ Label a meeting place outside where everyone should meet.

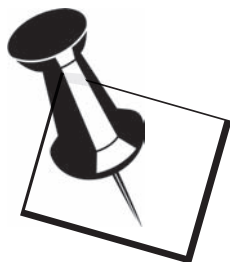


EXAMPLE:



Meeting place X





# Dos and Don'ts

CUT OUT THESE LISTS AND POST THEM IN YOUR HOME AS A SAFETY REMINDER.



## Home Fire Safety

### Do...

Locate and maintain smoke alarms outside of each sleeping area and on each floor.

Test your smoke alarms monthly and replace the batteries at least twice a year.



Keep things that can catch fire at least three feet away from heaters or fireplaces.

Cover fireplaces with screens or glass doors to keep sparks from escaping.

Keep working fire extinguishers in your home.

Create and practice an escape plan to help you get out of your home in case of a fire.

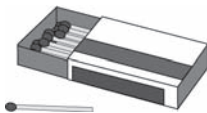
### Don't...

Use damaged or frayed electrical cords or plugs.

Run electrical cords under carpets, through doorways, or near heaters.

Overload electrical outlets with multiple cords.

Keep matches or lighters lying around your home.

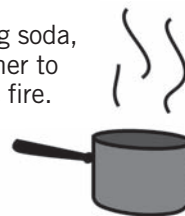


## Kitchen Fire Safety

### Do...

If you have to leave the kitchen while cooking, take something with you to remind you to return.

Use a lid, baking soda, or fire extinguisher to put out a grease fire.



Turn pot handles to the middle of the stove.

Keep the stove free of anything that can catch fire, such as dish towels, napkins, and paper towels.

### Don't...

Use water to extinguish a grease fire.

Wear loose, dangling sleeves while cooking.

Use the stove or oven to heat your home or to dry wet clothes.





# Presenting to Senior Citizen Audiences

Tennessee has one of the highest fire death rates in the nation. Some of the most frequent victims are the elderly. The Seniors section contains video presentations on smoke alarms, smoking hazards, kitchen and general home safety, home escape planning, and an activity that allows participants to identify home fire hazards.



## Seniors Review

### SMOKE ALARMS



Have a smoke alarm on each level of your home, one in hallways leading to bedrooms, and one in each bedroom.

Keep smoke alarms clean, test them once a month, and change the battery twice a year.

Keep the smoke alarm battery in the smoke alarm. Don't take it out to use in another electrical device.

### SMOKING



Don't smoke in bed, don't smoke if you are drowsy, and don't smoke if you're taking medication that will make you drowsy.

Use deep-sided ashtrays with the notches in the middle.

Extinguish smoking materials with water before emptying them in a garbage can.

### HOME SAFETY



Keep burning candles, heaters, etc. a safe distance from combustibles.

Water indoor trees to keep them fresh.

Keep burning candles away from decorations.

Be aware of overloaded electrical outlets and damaged electrical cords.

Keep chimneys clean and cover open fireplaces with a screen.

### KITCHEN SAFETY



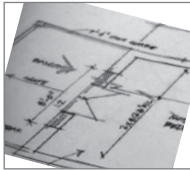
Don't leave food unattended on the stove.

Extinguish grease fires with a lid, baking soda, or a fire extinguisher...never water.

Keep the stove free of combustible items and turn off all unused burners.

Don't wear loose, dangling sleeves when you are cooking.

#### HOME ESCAPE PLANNING



Let someone know if you will need help escaping from a fire.

Know two ways out of each room.

If you have security bars on your windows, make sure they have easy-to-use release devices.

Always keep a telephone, a whistle, and eye-glasses at your bedside.

If you can't get out of a room because of fire or smoke, close the door. A closed door will help keep fire and smoke out.

If you have access to a bathroom, wet the blanket or towel before placing it under the door to keep the smoke out of your room.

Crawl low under the smoke.

Touch a door with the back of your hand before opening it. There could be fire on the other side.

Never go back inside a burning building.

When you leave your home, close the door behind you. This will help keep the fire contained.

## Connecting with Seniors

When presenting to a group of seniors, you are likely to encounter a wide variety of comprehension skills among your audience. The listening and communication abilities of some

seniors have diminished very little with age. Others will have limited physical and mental abilities. Communicating effectively with one group while not patronizing or confusing the other can be challenging.

Research indicates that collectively the elderly tend to be morning people. When planning a presentation, the best time to get your message through to a senior audience is in the morning, when the majority of seniors are most alert, have more stamina, concentrate best, and understand most clearly. Studies have revealed that for an elderly population, between 10:00 a.m. and 12:00 noon provided an ideal time to accomplish what is important.

In dealing with persons with limited physical or mental abilities, it is important to listen, speak clearly and slowly, and use body language to help convey your message.

#### FACILITATOR TIPS ►

The following tips will help you to connect with a senior audience:

- Make sure you have your audience's attention before you speak. They may need extra time to become focused before beginning to process information.
- Minimize visual and auditory distractions, such as other people in the room, background noise, and other activities. Studies show that the elderly prefer to handle new and important information in a quiet environment.
- Speak slowly and clearly, maintain eye contact and keep your mouth visible. Speak loudly enough for the person to hear you, but don't shout.

continued ▼

- Use short simple words and sentences. Be prepared to repeat or revise what you've said several times. Allow extra time for responding. As people age, they function better at a slower tempo. Don't hurry them. Give your audience members a chance to reminisce. Their memories are important to them.
- Don't lecture your audience. Create a dialogue by using open-ended questions to encourage two-way communication. Questions that can be answered with "Yes" or "No" end a conversation. Questions that begin with "How would you..." or "What would you..." require your audience to respond comprehensively.
- Since the amount of information the elderly can handle may be reduced, stick to one topic at a time. Limit the number of topics you discuss to prevent information overload.
- Frequently summarize the most important points of your presentation. Your audience may not understand and absorb all the information.
- Be a silent but active listener. Keep your eyes on the person talking, and don't engage in other activities while you are listening. If you're not sure what is being said, look for hints from eye gaze and gestures. Then, take a guess ("Are you talking about a house fire on Elm Street? Tell me more. I don't know about it.").

Despite the physical or mental limitations that may come with aging, seniors can be fiercely independent. They also tend to be very concerned with doing the right thing. Research indicates that elderly populations are inclined toward being responsible. Seniors consistently

exhibit statistical tendencies toward doing what they believe is the right thing to do, which is responsibility.

Seniors' strong sense of responsibility can nurture pride in their homes, whether it's a house, apartment, or assisted living facility. Tap into that self-respect and your *Safe at Home* message will connect with your senior audience.

## Seniors Handouts

Too often, once you have finished a presentation, the learning stops. Your senior audience leaves and the information and wisdom you have imparted fades over time. We want to keep the learning alive. To accomplish that we have included "assignments" for your seniors to take home with them. So before each presentation make enough copies for each member of the audience. And remind them that fire prevention and safety begins at home.

### HANDOUTS FOR THIS AUDIENCE

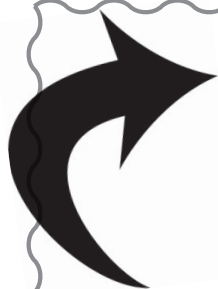
- Escape Plan

It's not uncommon for people to panic or become confused when confronted by a fire in their home, particularly young children. That's why having a simple plan and practicing it on a regular basis is important. In order to respond appropriately in an emergency, develop and practice an easy-to-follow escape plan with at least two ways out of each room. Escape plans help you get out of your home quickly and safely.

Using graph paper or the handout supplied in this manual, sit down with your family and draw a simple floor plan of your home. Choose the best escape route out of each room and a backup escape route in case the first one is blocked by fire or smoke. Repeat this exercise for other rooms where you live and practice your escape plan once a month.

Protecting people and property from fires is an ongoing process, not a one-time event. People should constantly be on the lookout for potential fire hazards.

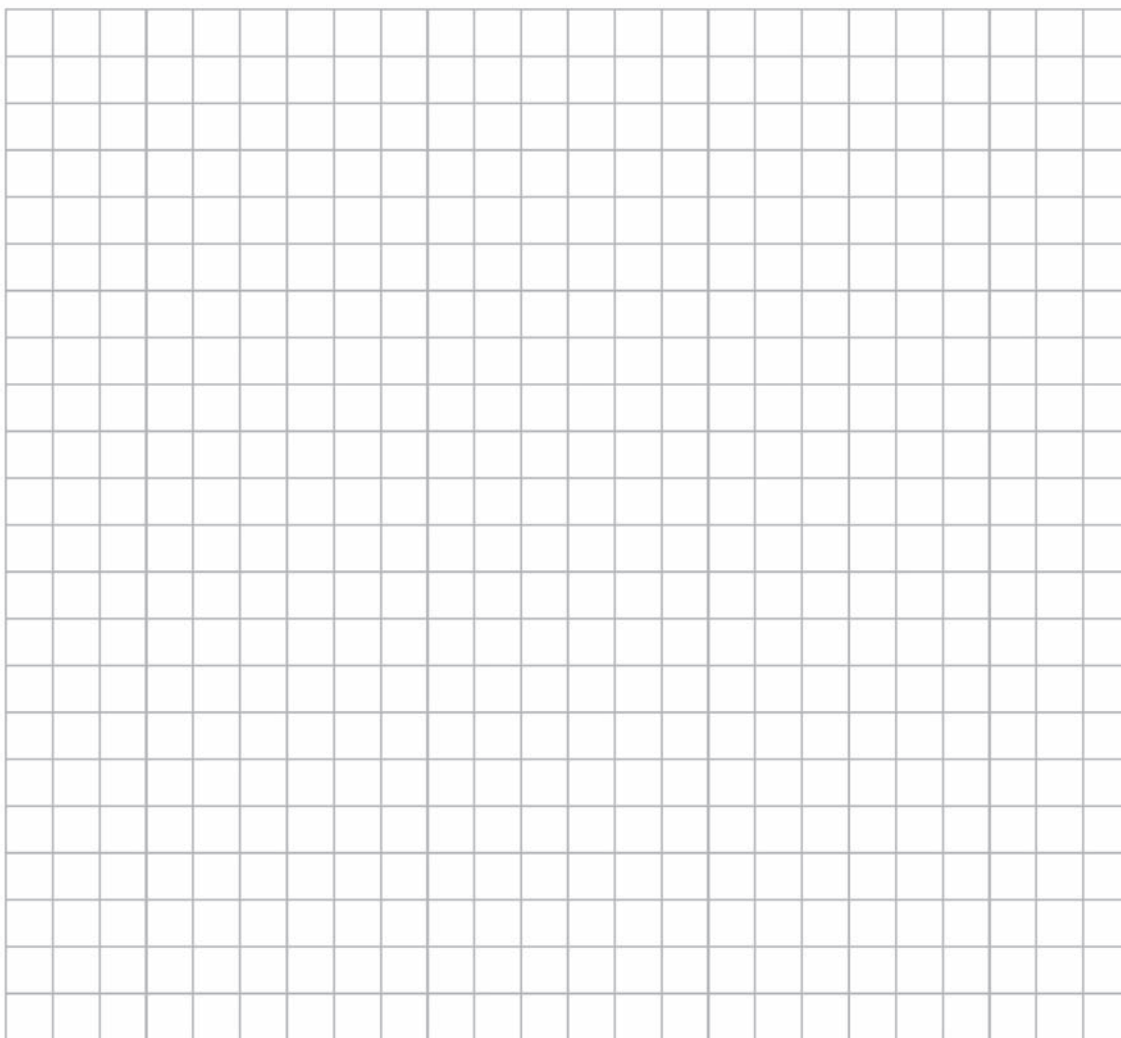
## NOTES



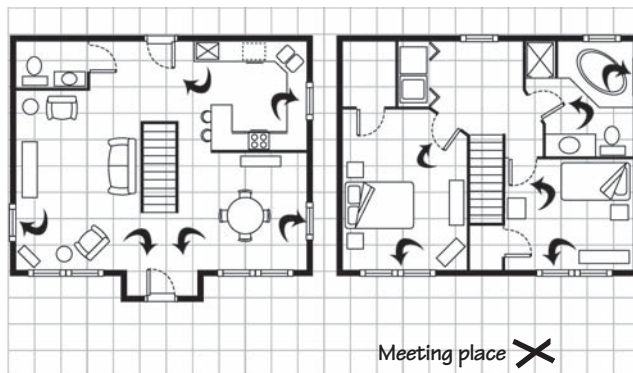
# Home Escape Plan

CREATE YOUR HOME FIRE ESCAPE PLAN BELOW.

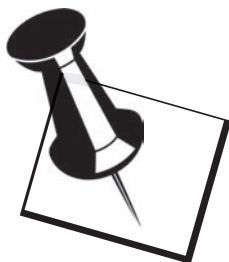
- ▶ Draw a simple floor plan of your home. Show all doors and windows.
- ▶ Show two ways out of each room.
- ▶ Label a meeting place outside where everyone should meet.



EXAMPLE:







# Dos and Don'ts

CUT OUT THESE LISTS AND POST THEM IN YOUR HOME AS A SAFETY REMINDER.



## Home Fire Safety

### Do...

Locate and maintain smoke alarms outside of each sleeping area and on each floor.

Test your smoke alarms monthly and replace the batteries at least twice a year.



Keep things that can catch fire at least three feet away from heaters or fireplaces.

Cover fireplaces with screens or glass doors to keep sparks from escaping.

Clean chimneys every year prior to their first use.



Keep working fire extinguishers in your home.

Create and practice an escape plan to help you get out of your home in case of a fire.

### Don't...

Use damaged or frayed electrical cords or plugs.

Run electrical cords running under carpets, through doorways, or near heaters.

Overload electrical outlets with multiple cords.

## Kitchen Fire Safety

### Do...

If you have to leave the kitchen while cooking, take something with you to remind you to return.

Use a lid, baking soda, or fire extinguisher to put out a grease fire.



Turn off all unused burners.



Keep the stove free of anything that can catch fire, such as dish towels, napkins, and paper towels.

### Don't...

Use water to extinguish a grease fire.

Wear loose, dangling sleeves while cooking.

Use the stove or oven to heat your home or to dry wet clothes.





# Supplementary Information

The Supplementary Information section contains articles on fire extinguisher operations, the needs of special populations, specific Tennessee Department of Education classroom standards met by the *Safe at Home* video presentations and activities, and Tennessee regulations regarding smoke alarms in rental properties.

## Fire Extinguisher Operation

With so many fire extinguishers to choose from, selecting the proper one for your home can be a daunting task. Everyone should have at least one fire extinguisher at home, but it's just as important to ensure you have the proper type of fire extinguisher. Fire protection experts recommend one for the kitchen, the garage and/or workshop.

Fire extinguishers are divided into four categories, based on different types of fires. Each fire extinguisher also has a numerical rating that serves as a guide for the amount of fire the extinguisher can handle. The higher the number, the more fire-fighting power. The following is a quick guide to help you choose the right type of extinguisher.

### CLASS A FIRE EXTINGUISHERS

Class A extinguishers are for ordinary combustible materials such as paper, wood, cardboard, and most plastics. The numerical rating on these types of extinguishers indicates the amount of water it holds and the amount of fire it can extinguish.

### CLASS B FIRE EXTINGUISHERS

Class B fires involve flammable or combustible liquids such as gasoline, kerosene, grease and oil. The numerical rating for class B extinguishers indicates the approximate number of square feet of fire it can extinguish.

### CLASS C FIRE EXTINGUISHERS

Class C fires involve electrical equipment, such as appliances, wiring, circuit breakers and outlets. Never use water to extinguish class C fires - the risk of electrical shock is far too great! Class C extinguishers do not have a numerical rating. The C classification means the extinguishing agent is non-conductive.

### CLASS D FIRE EXTINGUISHERS

Class D fire extinguishers are commonly found in a chemical laboratory. They are for fires that involve combustible metals, such as magnesium, titanium, potassium and sodium. These types of extinguishers also have no numerical rating, nor are they given a multi-purpose rating - they are designed for class D fires only.

Some fires may involve a combination of these classifications. Your fire extinguishers should have ABC ratings on them. Check your fire extinguishers monthly to ensure they are fully charged according to the gage. Once a year,



conduct a thorough maintenance inspection to ensure that extinguishers will operate effectively and safely. Annual maintenance includes any necessary repair, recharging, or replacement. Consult your owner's manual, extinguisher label, or the manufacturer for specific maintenance information.

Read the instructions on your fire extinguisher or its packaging to learn how to use it. Not all fire extinguishers operate the same. Here are some general guidelines for using a fire extinguisher.

#### FIRE EXTINGUISHER OPERATING PROCEDURES

Use the acronym **PASS** to remember your fire extinguisher's operating procedures:

**P**ull the pin at the top of the extinguisher. The pin releases a locking mechanism which allows you to discharge the extinguisher.

**A**im at the base of the fire, not the flames. To put out the fire, you must smother the fuel.

**S**queeze the lever slowly. This will discharge the extinguishing agent in the extinguisher. Once you release the handle, the discharge will stop.

**S**weep side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Use the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Different fire extinguishers recommend operating them from different distances so be sure to read the instructions on your fire extinguisher.

Using a fire extinguisher is not always a good idea. Most people die from the toxic fumes of a fire and not the flames. The top priority should be saving one's life rather than saving any property or possession. Before deciding to fight a fire, make sure that:

- ✓ The fire is small and not spreading. A fire can double in size very quickly.
- ✓ The fire covers an area no larger than three feet by three feet. If it is larger than about nine square feet (the size of a large suitcase) don't try to extinguish it yourself. Call 9-1-1 from a neighbor's house.
- ✓ You should always keep your back to an exit. If the fire grows, you can still get out. Never position yourself where the fire is between you and the exit.
- ✓ You have the proper fire extinguisher for the fuel that's burning.
- ✓ You know your fire extinguisher works. Make sure the pressure is at the recommended level. On extinguishers equipped with a gage, the needle should be in the green zone - not too high and not too low.
- ✓ You know how to use your fire extinguisher. There's not enough time to read instructions when a fire occurs.

Never fight a fire if:

- ✓ The fire is spreading rapidly. Only use a fire extinguisher when the fire is in its early stages. If the fire is already spreading quickly, evacuate and call 9-1-1.

- ✓ You don't know what type of fuel is burning. Unless you know what is burning, you won't know what type of fire extinguisher to use. Even if you have an ABC extinguisher, there could be something that will explode or produce highly toxic smoke.
- ✓ You don't have the proper fire extinguisher. The wrong type of extinguisher can be dangerous or life-threatening.
- ✓ There is too much smoke or you are at risk of inhaling smoke. Seven out of ten fire-related deaths occur from breathing poisonous gases produced by the fire.

## **Tennessee Law Regarding Smoke Alarms and Rental Property**

### **APARTMENTS**

Tenn. Code Ann. § 68-120-112

(b) It is unlawful to:

(2) Own or operate an apartment building without installing an approved smoke detector in every living unit within the apartment building.

Tenn. Code Ann. § 68-120-112

(d)(1) Any smoke detector required in an apartment building by this section shall be maintained by the tenant of the living unit where the smoke detector is located in accordance with the manufacturer's instructions. However, upon termination of a tenancy in a unit, the owner of the apartment building shall ensure that any required smoke detector is operational prior to reoccupancy of the unit.

### **1 AND 2 FAMILY RENTAL UNITS**

It is the responsibility of the owner/landlord of the rental property to install a smoke detector in each living unit. It is the responsibility of the tenant to maintain the smoke detector (however, upon termination of a tenancy, the owner shall ensure that any required smoke detector is operational prior to reoccupancy). Citations are Tenn. Code Ann. §§ 68-102-151(b)(1) and 68-102-151(d)(1).

## **Special Populations at Risk**

People with special needs can be at a greater risk of home fire death because of decreased mobility, health, sight, and / or hearing that may limit their ability to take the quick action necessary to escape during a fire emergency.

### **HAVE A SOUND FIRE SAFETY AND ESCAPE PLAN**

People with disabilities are typically independent and do not wish to alter their lives from those of the general public. However, this can lead them to ignore their special fire safety needs. In some cases people with disabilities may need the help of a caregiver to practice proper fire safety precautions.

It is vitally important to make and practice escape plans. In the event of a fire, remember, time is the biggest enemy and every second counts!

- ✓ Involve the assistance of a building manager, family member, or an entrusted friend when practicing your fire escape plan.
- ✓ Know at least two exits from every room.
- ✓ If you use a walker or wheelchair, check all exits to make sure they get through the doorways.

- ✓ Practice opening locked or barred doors and windows.
- ✓ When a fire occurs, do not waste any time saving property. Leave your home immediately and once you're out, stay out.
- ✓ Always keep a telephone, a whistle, and eyeglasses at your bedside. The whistle alerts others that there is a fire and where you are.
- ✓ Wave a sheet or towel from a window to help firefighters find you.
- ✓ If you have mobility difficulties, try to have your bedroom on the ground floor and as close as possible to an exit.
- ✓ If necessary, have a ramp available for emergency exits.
- ✓ Unless instructed by the fire department, never use an elevator during a fire.
- ✓ Be sure your street address is clearly marked and visible from the street.
- ✓ Know which local emergency services are available and have those numbers near all of your telephones.

#### **INFORM OTHERS OF YOUR SPECIAL NEEDS**

- ✓ Contact your local fire department on a non-emergency telephone number and explain your special needs. Ask emergency providers to keep your special needs information on file.
- ✓ Your local fire department will be able to help you with your escape plan and may also be able to perform a home fire safety inspection, as well as offer suggestions about smoke alarm placement and maintenance.

#### **INSTALL AND MAINTAIN SMOKE ALARMS**

Working smoke alarms installed on every level of your home dramatically increase your chances of survival.

- ✓ You should be aware of special fire safety devices that are available, such as smoke alarms with a vibrating pad for individuals with hearing impairments or flashing light for individuals who are hard of hearing. In addition, smoke alarms with a strobe light outside the house can catch the attention of neighbors or others who might pass by.
- ✓ Contact the National Fire Protection Association (NFPA) for information on obtaining special smoke alarms for people with specific needs.
- ✓ Smoke alarm batteries need to be tested every month and changed twice a year. If you can't reach the test button on your smoke alarm, ask someone to inspect it for you.

### **Tennessee Educational Standards**

Presentations and activities in the K-5 section of the *Safe at Home* program meet the following Tennessee Department of Education standards. This information will help teachers justify teaching home fire prevention during class time. Make copies (see the following page) available for teachers (and parents) when presenting *Safe at Home* to a K-5 audience.

# Tennessee Educational Standards

## LANGUAGE ARTS

		Smoke Alarms	Fire Danger Activity	Escape Planning	Stop, Drop, & Roll	Holiday Safety
Kindergarten	1.01c	x	x	x	x	x
	1.01d			x		
	1.01e	x	x	x	x	x
	1.01g		x	x		
	1.01i			x	x	
	1.02a	x	x	x	x	x
	1.02b	x	x	x	x	x
	1.02c	x	x	x	x	x
	1.02e		x	x	x	
	1.10a	x	x	x	x	x
	1.10c	x	x	x	x	x
	1.13h	x	x	x	x	x
First Grade	1.01c	x	x	x	x	x
	1.01d			x		
	1.01e	x	x	x	x	x
	1.01g		x	x		
	1.01i			x	x	
	1.02a	x	x	x	x	x
	1.02b	x	x	x	x	x
	1.02c	x	x	x	x	x
	1.02e		x	x	x	
	1.10a	x	x	x	x	x
	1.10c	x	x	x	x	x
	1.13h	x	x	x	x	x
Second Grade	1.01b	x	x	x	x	x
	1.01c		x	x	x	
	1.01d	x	x	x	x	x
	1.01f	x	x	x	x	x
	1.01h			x	x	
	1.02a	x	x	x	x	x
	1.02b	x	x	x	x	x
	1.02c	x	x	x	x	x
	1.02e		x	x	x	
	1.10a	x	x	x	x	x
	1.13a	x	x	x	x	x
	1.13b	x	x	x	x	x

## LANGUAGE ARTS

		Smoke Alarms	Fire Danger Activity	Escape Planning	Stop, Drop, & Roll	Holiday Safety
Third Grade	1.01b	x	x	x	x	x
	1.01c		x	x	x	
	1.01d	x	x	x	x	x
	1.01e				x	
	1.01f	x	x	x	x	x
	1.02a	x	x	x	x	x
	1.02b	x	x	x	x	x
	1.02c	x	x	x	x	x
	1.02e		x	x	x	
	1.10a	x	x	x	x	x
	1.10b	x	x	x	x	x
	1.13a	x	x	x	x	x
Fourth Grade	1.01a	x	x	x	x	x
	1.01b	x	x	x	x	x
	1.01c		x	x	x	
	1.01d	x	x	x	x	x
	1.01e				x	
	1.09a			x	x	
	1.09b	x	x	x	x	x
	1.12a	x	x	x	x	x
Fifth Grade	1.01a	x	x	x	x	x
	1.01b	x	x	x	x	x
	1.01c		x	x	x	
	1.01e				x	
	1.09a			x	x	
	1.09b	x	x	x	x	x
	1.12a	x	x	x	x	x

# Meeting Logistics

The Meeting Logistics section contains information on locating your target audience, setting up the room in which you will be making the presentation, and a guide for a meeting announcement that you can tailor to your target audience and post in appropriate places.

## Finding Your Audience

To make your presentation, you're going to need an audience. While you are familiar with the target audience populations where you live, here are some general guidelines for locating the groups you will want to talk to.

### PRE-K

School District offices  
Individual schools (public and private)  
Private day care facilities  
Churches

### K-5

School District offices  
Individual schools (public and private)  
Churches

### YOUNG ADULTS

Colleges and universities

- Dorms
- Fraternity/sorority housing
- Other campus residences

Apartment buildings and complexes  
Civic organizations  
Churches

### SENIORS

Assisted living facilities  
Retirement communities  
Civic organizations  
Churches

Most group living facilities such as college residence halls and nursing homes will have their own fire safety plan. You should work with the administration at those facilities so your presentation doesn't contradict their fire safety plan.

In some cases, you won't be presenting to a captive audience...you will have to generate your audience. The following is a template for a meeting announcement that you can post in residence hall lobbies, on community center bulletin boards and apartment center kiosks...anywhere residents congregate.

### SAFE AT HOME MEETING ANNOUNCEMENT

How fire safe is your home? Do you know two escape routes from each room? What would you do if a fire occurs where you live?

Protect yourself, your family, and your home from fire by attending the Safe at Home: Fire Protection and Home Safety in Tennessee meeting. You'll learn:

- How to recognize and correct potential fire hazards in your home
- How to develop a home escape plan
- What to do if a fire occurs where you live

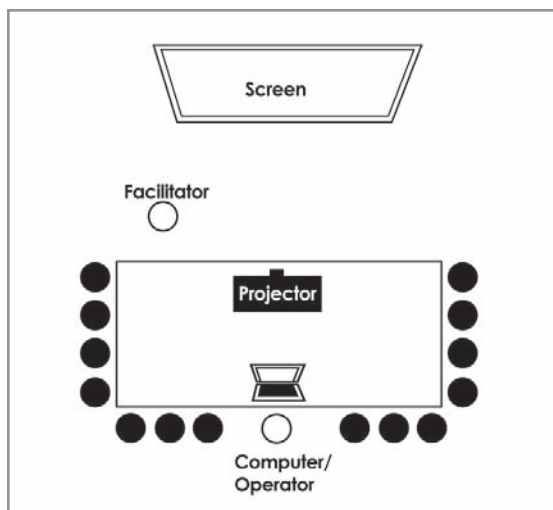
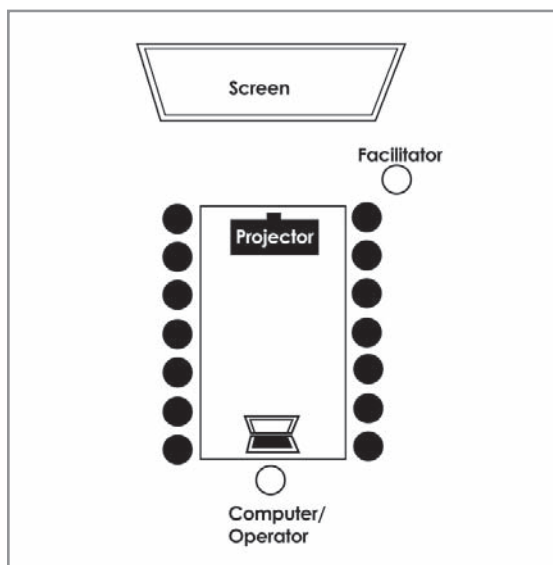
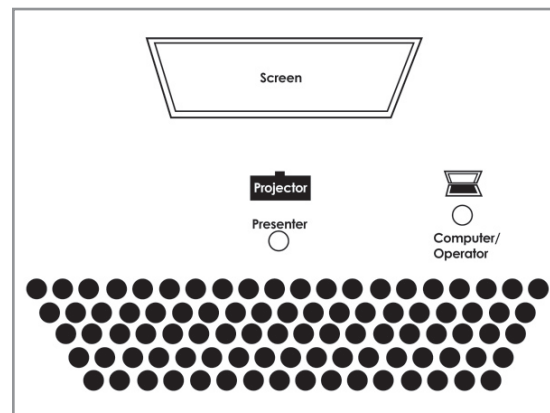
The meeting is free and will last about an hour. It's sixty minutes well spent.

When \_\_\_\_\_

Where \_\_\_\_\_

Sponsored by the Tennessee State Fire Marshal.

Think about how you want to arrange the presentation room: theatre seating, roundtable, and classroom are examples of layout styles. Take into account the size of the room and where the audience will be seated. Remember, you'll need a clear line-of-sight between your projector and the screen. You also want to make sure you and your equipment don't block people's view of the screen.



## NOTES

[illegible]

# Technical Help

You will need a computer to run the *Safe at Home: Fire Prevention and Home Safety in Tennessee* program. You will also need a projector to show the program on a screen. Because of the wide range of computers you may be using to present the program, the following guidelines will help ensure the program installs and runs correctly and you can troubleshoot some common problems.

## Minimum System Requirements

### PC

Pentium II processor  
64 MB RAM, 4x CD-ROM drive  
High color @ 640 x 480, 16-bit color  
Windows 98, ME, 2000, XP

### MACINTOSH CLASSIC

Power Macintosh G3, OS 9.2  
64 MB RAM, 4x CD-ROM drive  
Millions of colors @ 640 x 480 resolution

### MACINTOSH OS X

Power Macintosh G3 running OS 10.1.5, 10.2.6, 10.3, 10.4  
128 MB RAM, 4x CD-ROM drive  
Millions of colors @ 640 x 480 resolution

3. Progress through the installation screens by clicking “next.” If not detected, the program will ask you to install QuickTime. This program is required for the CD-ROM to play correctly.
4. When finished with the installation, restart your computer. Select the icon on your desktop labeled “Safe at Home” or use the program group now installed on your Start menu.

### MACINTOSH PLATFORMS

1. Insert the disc into your CD-ROM drive.
2. Click the “Safe at Home” icon on your desktop. If you are running OS X, choose “OSXinstall.” If you are running 8.6 or higher (excluding OS X), choose “Classicinstall.”
3. Progress through the installation screens by clicking “next.” If not detected, the program will ask you to install QuickTime. This program is required for the CD-ROM to play correctly.
4. Restart your computer. A “Safe at Home” icon will now appear on your desktop. Click the icon to run the program.

## Installation Instructions

### PC PLATFORMS

1. Insert the disc into your CD-ROM drive.
2. The installation screen should appear in a few moments. If the installation program does not run automatically, click on the CD-ROM icon labeled “Safe at Home” and then “Install.exe” to start the installation.

### FACILITATOR TIP ►

From time to time, you may confront problems with audio and/or video playback. Information on the next few pages takes you step-by-step through fixes for these problems.

## Troubleshooting Guide

**PROBLEM:** Video or sound does not play. A red X occurs in the video box or the error # duration occurs.

**SOLUTION:**

Install QuickTime by clicking My computer, click on the CD-ROM drive, right click on the CD-ROM title, click on EXPLORE. Open the folder labeled QUICKTIME. Click on the file named "QuickTimeInstaller" to start the installation process. You may also download QuickTime from one of the links below.

QuickTime for Windows:

[www.apple.com/quicktime/download/win.html](http://www.apple.com/quicktime/download/win.html)

QuickTime for Mac:

[www.apple.com/quicktime/download/mac.html](http://www.apple.com/quicktime/download/mac.html)

**PROBLEM:** You cannot hear the audio, or the sound is choppy or jumpy.

**SOLUTION:**

Make sure your speakers are plugged in, are correctly connected to your computer, are turned on and the volume is turned up. DOUBLE CLICK ON THE SPEAKER ICON on the bottom right-hand corner of your desktop. Make sure none of the mute boxes are checked, and make sure volume is turned up for all types of audio. Make sure you only have one copy of the program running. If you hear the intro music during use of the program, you have more than one copy open. This will result in poor performance. Close out of all the programs by pressing the Esc button on your keyboard several times. Then double click the program icon on your desktop, making sure you double click only once. You may need to install the contents of the disc onto your hard drive, instead of running the program from the CD-ROM drive. Uninstall the program by clicking on your start menu, Programs, Safe at Home, uninstall. Go through the install procedure again and click on "Full Install." This will take a few moments to copy onto your hard drive. Some sound/video cards are not adequate for this level of programming. You may need to access a computer with a better sound/audio card.

**PROBLEM:** You are asked to update your CD-ROM to receive revised program files.

**SOLUTION:**

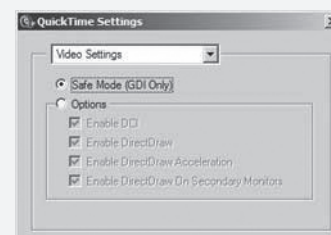
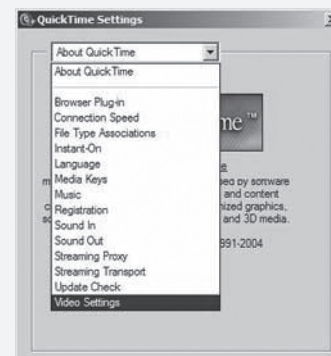
To update your CD-ROM, choose "Update disc" from your start menu icons. You must be connected to the Internet. Follow the instructions. You must update on each machine on which you play the CD-ROM, since the update process copies the files from the Internet to your hard drive.

**PROBLEM:** Video plays but stutters or freezes just after launching and will not play correctly.

## SOLUTION:

1. Exit the program completely. Adjust your QuickTime settings by going to your Windows Start menu, then to Control Panel (Windows 98 and 2000 users: go to Settings first, then Control Panel), then to QuickTime.
2. You will see a drop-down menu that defaults to "About QuickTime." Drop-down to the option labeled "Video Settings" and select it.
3. Under the heading "Options," de-select (by clicking in the box next to each option) "Enable DirectDraw," "Enable DirectDraw Acceleration," and "Enable DirectDraw On Secondary Monitors." The only option that should be checked when you are through is "Enable DCI." ADD Or it will say, "Safe Mode (GDI only)."

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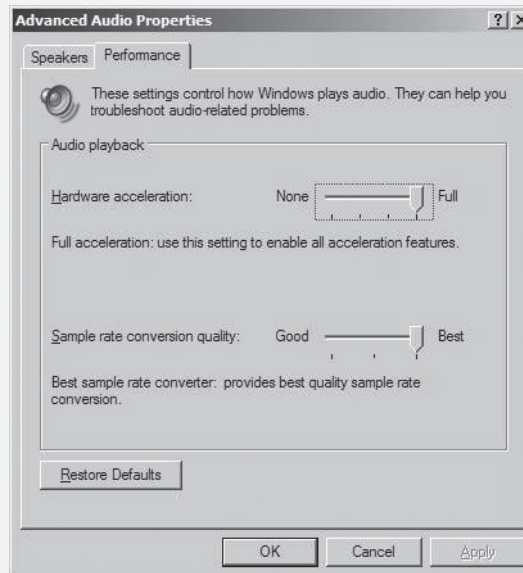
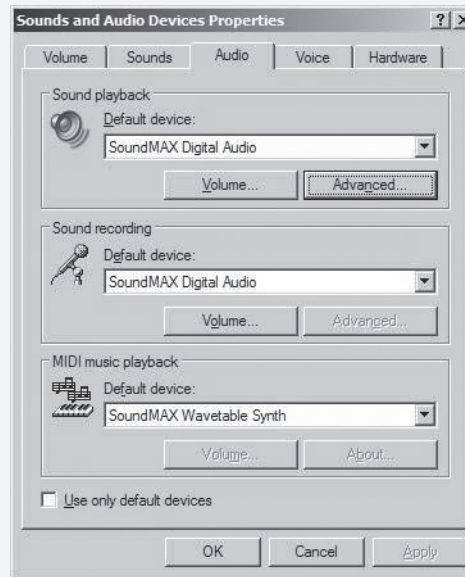


- When you are done, close the window. When you launch the CD-ROM program, the video should play correctly.

If it doesn't, you should try changing your sound acceleration rate. Go to your Control Panel. Double-click the icon named Sounds and Audio Devices. A window should appear. Click on the Audio tab at the top of the window.

- Click on the Advanced button in the Sound Playback panel. A new window will open. Click on the Performance tab at the top of the new window. You'll be looking at a screen like the one on the right.

Now, click on the slider for Hardware Acceleration and drag it all the way to the left. The description will say Emulation only. Now click on the Apply button (bottom right), then click OK on the two windows to finish. Load the disc again, and see if this has helped.



## **NEW REVISIONS TO THE STATE'S SMOKE ALARM LAW**

Nashville, TN.- The Tennessee State Fire Marshal's Office would like to clarify recent revisions to the state's smoke alarm laws.

Prior to January 1, 2006, one and two-family dwellings and one and two-family rental units were required to have at least one smoke alarm that was audible in every sleeping area installed in the unit/dwelling.

Changes to the law became effective January 1, 2006 and updated the installation requirements of these occupancies to the standards of the 2003 International Residential Code.

For new construction, smoke alarms must be installed in each sleeping room, outside each sleeping area in the immediate vicinity of the bedrooms, and on each additional story of the building including basements. They are not required in crawl spaces or in uninhabitable attics. All smoke alarms must be interconnected so that an alarm in one area activates all alarms throughout the dwelling. Additionally, all alarms must be hardwired to the building's electrical system and have battery backup power.

For existing buildings with alterations, repairs, and additions that require a permit, or when one or more sleeping rooms are added or created, smoke alarms must be installed per the requirements of new construction. Smoke alarms are not required to be hard wired or interconnected where the alteration does not remove the interior finish exposing the structure of an area, unless there is an attic, crawl space, or basement available which could provide access for hard wiring and interconnection without the removal of interior finishes. No additional alarms need to be installed where repairs are made only to the exterior surface of the dwelling.

[illegible]



[illegible]

